



**Disability  
Rights**  
WISCONSIN

## Position Announcement

### Managing Attorney, Victim Advocacy Program

#### *Position Information*

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**Full Time Equivalent:** Full-time (40 Hours/week)

**Reports to:** Director of Legal and Advocacy Services

**Rate:** \$88,600 to \$101,200 (annually), Depending on Experience.

**Location:** DRW has offices in Milwaukee, Madison, and Green Bay. This position can be assigned to any of these office locations, depending on the applicant's residence.

*Although Milwaukee, Madison, and Green Bay are preferred locations, DRW is willing to consider remote options. If the employee lives within 45 miles of a Disability Rights Wisconsin office, they may work fully in-office or in a hybrid arrangement. Residency outside the 45-mile range qualifies for complete remote work.*

**Applicant must be a Wisconsin resident.**

**Job Hours:** Monday through Friday, 8:30 am – 5:00 pm

- 1-800-928-877 Toll Free | 1-833-635-1968 Fax
- [info@drwi.org](mailto:info@drwi.org)
- [disabilityrightswi.org](http://disabilityrightswi.org)

*Serving the state of Wisconsin with offices in Madison and Milwaukee*

## *How to Apply*

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**Application Instructions:** Submit resume **and** cover letter, detailing your qualifications and experience as they relate to the minimum and preferred qualifications.

For priority consideration, apply online at our Careers page:

[www.disabilityrightswi.org/careers](http://www.disabilityrightswi.org/careers)

**Application Deadline: February 16, 2026.** Position will remain open until filled.

**Note:** You can request alternate formats of this position announcement. You may submit your application materials in alternate formats if needed.

## *About Disability Rights Wisconsin*

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**Disability Rights Wisconsin** is Wisconsin's Protection and Advocacy system. The agency is charged with protecting the rights of individuals with disabilities and keeping them free from abuse and neglect. Employing a variety of means, our advocates and attorneys use individual casework and systems advocacy to achieve positive changes in the lives of people with disabilities and their families. We are seeking employees who value this work. In turn, we treat our employees well, offering a supportive environment, talented colleagues, excellent benefits, and generous leave.

Disability Rights Wisconsin arose out of a disability civil rights movement demanding that the abuse of people with disabilities end and that people with disabilities be included in life, school, workplaces, and communities. Our core values include: Diversity, Dignity, Independence, Accessibility, Inclusion, Human Rights, and Liberation.

Our programs include:

- Protection & Advocacy for people with disabilities (addressing abuse/neglect, discrimination, access to services, education rights, institutional monitoring, and systemic reform).
- Disability Benefits Specialist (helping people access Social Security, Medicaid, Medicare, and private insurance).
- Family Care & IRIS Ombudsman (supporting people to remain in community-based settings).
- Victim Advocacy (advocacy and representation for crime victims with disabilities).

### *About This Position*

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The Managing Attorney is responsible for the management and oversight of the Victim Advocacy Program (VAP), which provides direct advocacy to survivors of crime with disabilities and promotes systemic changes in how victim response systems work with survivors with disabilities. The Managing Attorney must develop a strong leadership presence within the VAP team, including mutual respect, the right balance of authority and decisiveness, participatory decision-making, openness to new ideas, and adequate delegation. The Managing Attorney will promote a positive and supportive work environment within the VAP team and develop strong working relationships with each team member.

The Managing Attorney is responsible for grant, contract, and budget management as well as programmatic quality oversight and staff supervision. The Managing Attorney will also maintain a small role directly providing grant deliverables. The Managing Attorney maintains a leadership role at DRW through participation in the DRW Management Team. This position requires statewide travel.

## *Key Responsibilities*

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### **1. Team Oversight: 50%**

- Provide ongoing supervision to Advocacy Specialists and Staff Attorneys in VAP. Attend regular supervision meetings, review intakes and ongoing case work, written material, and training materials. Provide attorney back-up and consultation on cases and intakes handled by the VAP.
- Develop and sustain strong working relations with each staff member by:
  - individualized relationships with each team member to achieve the right balance of support, teamwork, monitoring, guidance, and room to move autonomously
  - oversee team ensure compliance with all relevant state and federal grant requirements
  - ongoing effort to promote the professional development of each team member and ensure that each team member is adequately trained and has the skills to perform effective and ethical practice
  - conduct annual evaluations & performance monitoring
- Participate in staffing-related activities & employee relations activities

### **2. Program Responsibilities: 40%**

- Coordinate and manage all administrative aspects of the grants funding the VAP, including reporting, compliance, and quality assurance activities.
- Identify and apply for new funding opportunities, as needed, in the areas of victim services and disability rights.

## Managing Attorney, Victim Advocacy Program

- Develop and ensure an intake process that identifies eligible clients for the VAP.
- Develop and participate in an outreach strategy to disseminate information about the program to both victim service and disability service providers. Create promotional materials for distribution.
- Work with VAP and the Director of Legal and Advocacy Services on creating Team priorities to meet grant and agency goals.
- Participate in meetings, committees, work groups, hiring, and more in furtherance of DRW or VAP program goals.
- Assist in the development and updating of the VAP portion of the DRW webpage.
- Other duties may be necessary to achieve the objectives of the VAP.

### 3. Legal: 10%

- Provide advocacy and direct representation to VAP clients. This could involve, but is not limited to:
  - Providing assistance to assist VAP clients with self-advocacy;
  - Intervening with service providers, county, state, or government officials, landlord, employers, or others as necessary to effectively advocate for VAP clients;
  - Assist individuals in preparing and filing complaints, grievances, and appeals; or
  - Representing individuals in legal proceedings.
- Provide information and referral on cases that are not eligible for direct representation.

## Qualifications

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### Minimum Required:

- 8+ years of experience working as an attorney;
- Law degree and licensed to practice law in Wisconsin, or the ability to become licensed within six months;
- Experience in supervising or assisting attorneys, law students, and/or non-attorney advocates;
- Litigation background in area(s) of law directly relevant to this project (family, immigration, restraining order, Title IX, and/or victim rights law);
- Excellent listening, verbal, and written communication skills;
- Effective computer skills include communicating via email, word processing, and spreadsheets, and the use of Teams, SharePoint, HRIS system, and Outlook.

### Preferred:

- Experience in providing advocacy and/or support to survivors of crime and/or people with disabilities or mental illness;
- Fluency or strong proficiency in American Sign Language, Hmong, or Spanish;

## Work Environment and Physical Demands

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- **Remaining in a stationary position, often standing or sitting for prolonged periods:** 27 to 40 or more hours
- **Moving about to accomplish tasks or moving from one worksite to another:** 13 hours or less

- **Repetitive motions that may include the wrists, hands, and fingers:** 27 to 40 or more hours
- **Operating motor vehicles:** 13 hours or less a month
- **Communicating internally and externally, both verbally and in writing. Must be able to exchange accurate information:** 27 to 40 or more hours
- **Sedentary work that primarily involves sitting and standing:** 27 to 40 or more hours

## *Travel*

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**Day travel will be** less than 1 to 2 days a month. Anticipated travel, which may include an overnight stay. The travel schedule is expected to vary throughout the calendar year. While travel dates are typically scheduled far in advance, the position could require travel on short notice.

## *Benefits*

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Disability Rights Wisconsin places an unparalleled value on the well-being of our staff. The following benefits are offered for permanent employees who work 20 or more hours per week:

- Generous employer contribution for individual and family health insurance, plus a Health Reimbursement Account for uncovered health care costs.
- Employer-provided Short-Term and Long-Term Disability Insurance
- 401(k) Retirement Plan with Employer Contribution
- Flex Spending Account

- Access to affordable, quality:
  - Dental, Vision Coverage
  - Additional Life Insurance for the employee, spouse, and children
  - Critical Illness Insurance
  - Identity Theft
  - Pet Insurance

- **Public Student Loan Forgiveness:**

Employment at our organization may qualify you for federal student loan forgiveness programs. We do not directly pay for, nor forgive, federal student loans. However, our status as a not-for-profit organization under Section 501(c)(3) makes us an eligible employer. There may be additional factors that determine eligibility.

For more information, read the Federal Student Aid's Public Service Loan Forgiveness (PSLF) page:

[studentaid.gov/manage-loans/forgiveness-cancellation/public-service](https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service)

Generous paid time off policies include:

- 10 Fixed and 4 Floating Holidays
- Leave time for:
  - Medical and Caretaking
  - Vacation
  - Personal
- Bereavement Leave

Additional benefits include the Employee Assistance Program (EAP).



## *Equal Employment Opportunity Act (EEO) and Affirmative Action (AA)*

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We are an equal-opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status, following Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). Our organization is committed to building a culturally diverse and inclusive environment.

**Date of Job Description:** January 2026